

Non-Sporting Events Funding Policy

1. Application Procedures:

All individuals who wish to be considered for program funding assistance for any event, must complete and submit a PVA WI Funding Request Form to the PVA WI office. Funding Request Forms are readily available online at www.wisconsinpva.org or directly through the Chapter's office. Fully completed Funding Request Forms should be received by PVA-WI by the first business day of each month in order to allow sufficient time to fully consider all funding requests. Any funding requests received after the event's application deadline, for which funding is sought, will not be considered. If funding is approved, successful applicants will be notified as soon as possible. **No travel advances will be granted unless authorized by the Chapter President.** Please note that by signing and submitting a PVA-WI Funding Request Form, all applicants will be construed as agreeing to all of the terms of PVA-WI's Policies and Procedures.

2. Covered Expenses:

- a. See travel policy for reimbursement rates regarding travel.
- b. GSA per diem rates by zip code for meals

3. Reimbursement procedures:

a. All reimbursement requests must be submitted on the appropriate PVA WI form, Business Expense Report (BER). In order for the BER to be considered and acted upon, all necessary substantiating documentation must accompany the submitted BER and should be submitted within 15 business days following the conclusion of the event. Substantiating documentation may include, but is not limited to, receipts, cancelled checks, credit card charges, and/or invoices evidencing the charges incurred. Receipts for charges of \$10 or less are not required. BER forms are readily available on PVA WI's website or can be obtained at the Chapter's office.

4. Following the event:

All members receiving such funding are required to submit a report and photo of their experience when submitting documents for the funded event, within 30 days of the event. Copies of all associated receipts should accompany the participation report. The report and photos may be put in the Chapters newsletter and Facebook page.

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